

RTAP GRANT REQUEST

4/04

Name of Transit System/Agency

Federal ID Number

Complete Mailing Address

Phone Number

Name of Person Receiving Training

TRAINING REQUESTED

Description of Training (attach announcement)

Location

Date

Estimated Cost
(Minimum of \$100)

System Manager Signature

RTAP Coordinator Signature

Date

Date

Check one:

[] **Request \$100.00 to \$2,499.99 (Voucher Method)**

Mail request **at least 15 DAYS prior to the date of training** to RTAP Coordinator. Approval is granted when RTAP Coordinator countersigns this request and sends a copy to the requestor.
Requests under \$100 are not eligible.

[] **Request \$2,500.00 to \$3,500.00 (Master Agreement Project Authorization Method)**

Mail request to RTAP Coordinator **at least 90 DAYS prior to the date of training**. Approval is granted when the Grant Agreement is issued by M•DOT and sent to the requestor. Pre-registration fees for workshops, conferences, college courses, and seminars can be paid by your agency after submittal of this grant request form, but reimbursement from M•DOT will not occur until after the agreement is executed.

Mail Requests to:

**Jill Adams, RTAP Coordinator
Michigan Department of Transportation
Passenger Transportation Division
P. O. Box 30050
Lansing, MI 48909
517/373-2051; E-mail adamsji@michigan.gov**

Note: An expense voucher for eligible expenses must be submitted for reimbursement within 60 days after successful completion of the training activity or the request will be canceled and the agency will not be reimbursed for that training.